SAM and DUNS Presentation A/OPE/EAD October 2017

If you would like to be eligible for contract awards above US\$30,000 with the U.S. Government, then you need to read the following instructions carefully.

Quick Start Guide for Entities Interested in Being Eligible for Government Contracts

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Why?

Having a DUNS number and active SAM registration is a mandatory requirement for any interested entity to be eligible for contract awards above US\$30,000

"Only contractors with a valid DUNS number and active SAM will be qualified and be eligible for awards contracts above US\$30,000"

General Instructions What do I need to get started

Before you proceed with SAM registration, you must have NCAGE Code and a DUNS number.

1. If you do not have NCAGE Code, you can request one for free by visiting the NATO Codification Tools webpage at:

https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

2. If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at:

http://fedgov.dnb.com/webform

General Instructions for Registering in DUNS / SAM

IMPORTANT FACTS

- 1. There is no registration fee for DUNS or SAM for any organization. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of being awarded USG contracts, grants, or cooperative agreements.
- 2. All organization/entity information **MUST BE IDENTICAL IN DUNS, NCAGE and SAM.** You cannot enter one address for DUNS and then a different address for SAM. This will cause a system error and result in significant delays. You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.
- 3. For SAM Customer Service, contact:

Federal Service Desk: www.fsd.gov

US Calls: 1-866-606-8220

International Calls: 334-206-7828

You may also contact your DIC point of contact

General Instructions for Registering in DUNS / SAM

SAM INSTRUCTIONS TO READ PRIOR TO REGISTRATION

- 1. Go to www.sam.gov
- 2. Click on the "Help" Tab.
- 3. Click on the "FAQs" Tab, read the "SAM User Help" information.
- 4. Click on the "User Guides" tab, then the "Quick User Guides" tab below.
- 5. Click on "Full User Guide" and download full instructions for completing SAM registration. This guide contains step-by-step screen shots to assist in the registration process.

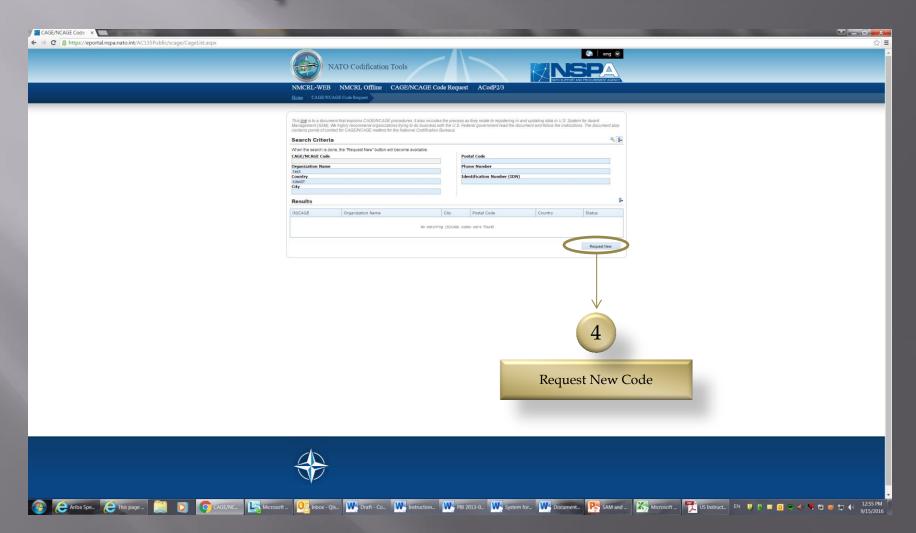
General Instructions for Registering in DUNS / SAM

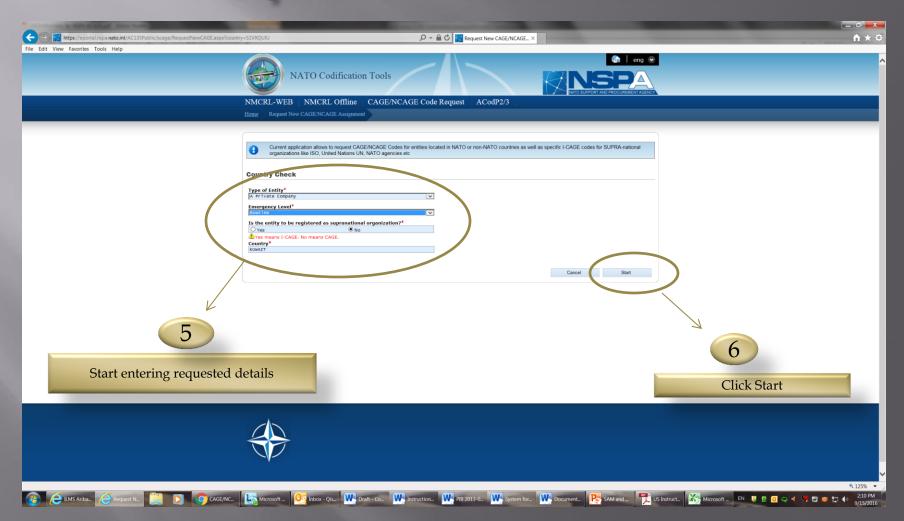
- 6. Also under the "User Guides" tab are "Demonstration Videos:"
 - SAM Overview Video
 - Register a New Entity in SAM to be Eligible for Grants and Other Federal Assistance
 - Migrating Your Legacy System Roles
- 7. For SAM frequently asked questions (FAQs), go to: https://www.sam.gov/portal/public/SAM/
- 8. Once you have read through the formal instructions on the SAM website, you can use the instructions for basic reference when entering SAM organizational information.

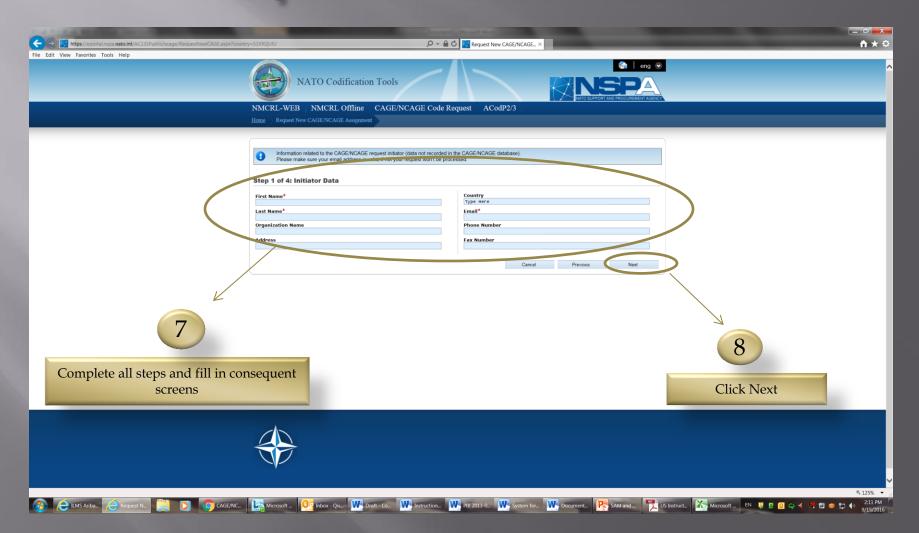
<u>Request NCAGE Code</u> by visiting the NATO Codification Tools webpage at: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

- 1. Check to see if a NCAGE Code is already assigned for the company.
- 2. If the search does not result in a match to an existing NCAGE code:
- 3. Click [Request New] button in the bottom right hand corner of the screen.
- 4. Follow the directions to obtain an NCAGE Code.
- 5. Submit the request. A validation email message is sent to the POC in the NCAGE Request for confirmation.
- 6. Confirm the NCAGE request by clicking on the link embedded in the email.
- 7. It can take up to ten business days to process a CAGE Code request with a new SAM entity registration







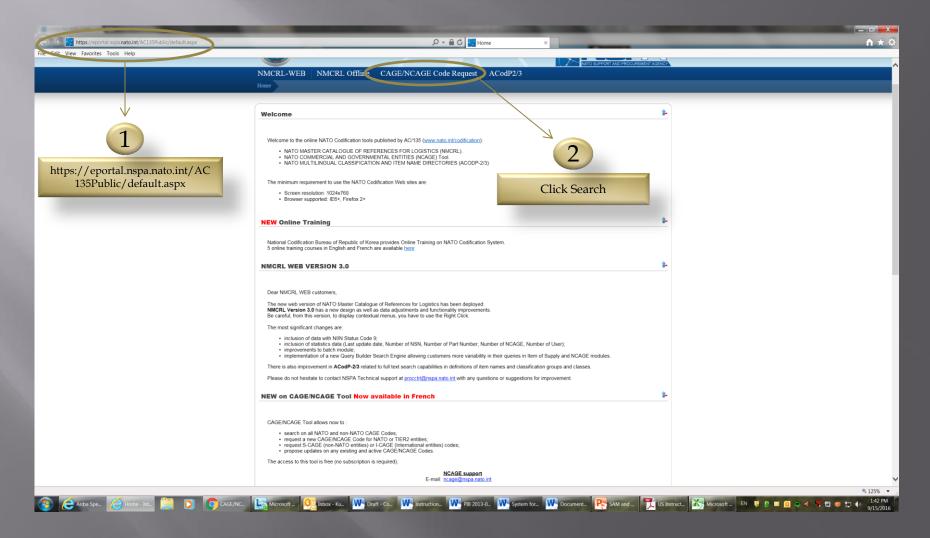


- 1. After you have filled all requested details and followed the directions to obtain an NCAGE Code, submit your request.
- 2. A validation email message will be send to the POC in the NCAGE Request for confirmation.

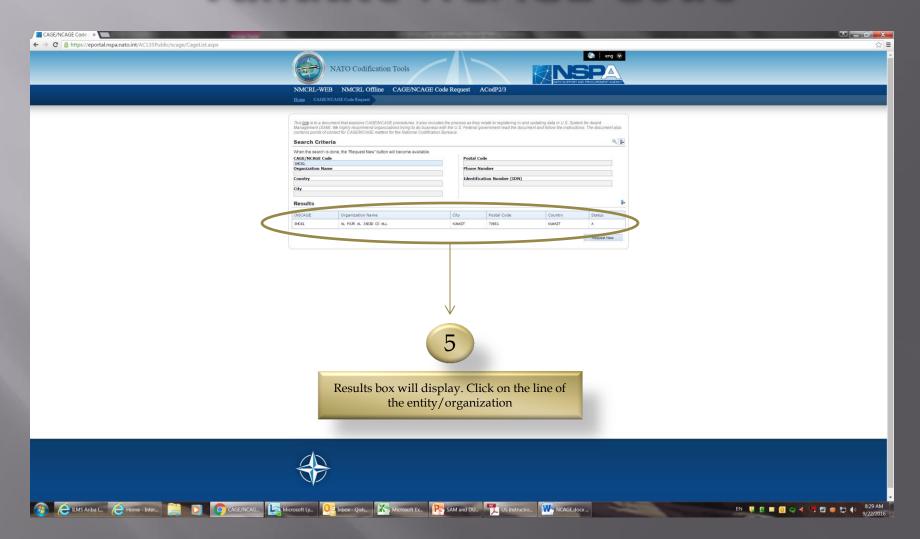
3. You need to confirm the NCAGE request by clicking on the link embedded in the email

Validate NCAGE Code

- a. When the NCAGE Code is assigned, an email message will be sent to the entity POC in the NCAGE Request.
- b. The new NCAGE CODE information is validated by logging into the NSPA web portal. (https://eportal.nspa.nato.int/AC135Public/default.aspx)
- Click on the tab labelled CAGE/NCAGE Code Request.
- Enter the NCAGE Code in the first screen, click the Enter key.
- At the bottom of the screen, a Results box will display. Click on the line of the entity/organization.
- c. NSPA and the appropriate country's NCBs will forward all NCAGE Code information to the U.S. CAGE Program Office. Depending on the assigned country, the data transmission to the U.S. CAGE Program Office will vary from daily/weekly/monthly/bi-monthly/annually based on their internal procedures for transmission to all AC/135 nations.
- d. If the NCAGE Code is not assigned by NSPA/or National Codification Bureau (NCB) then the company entity POC will be contacted by email/letter from NSPA or NCB.



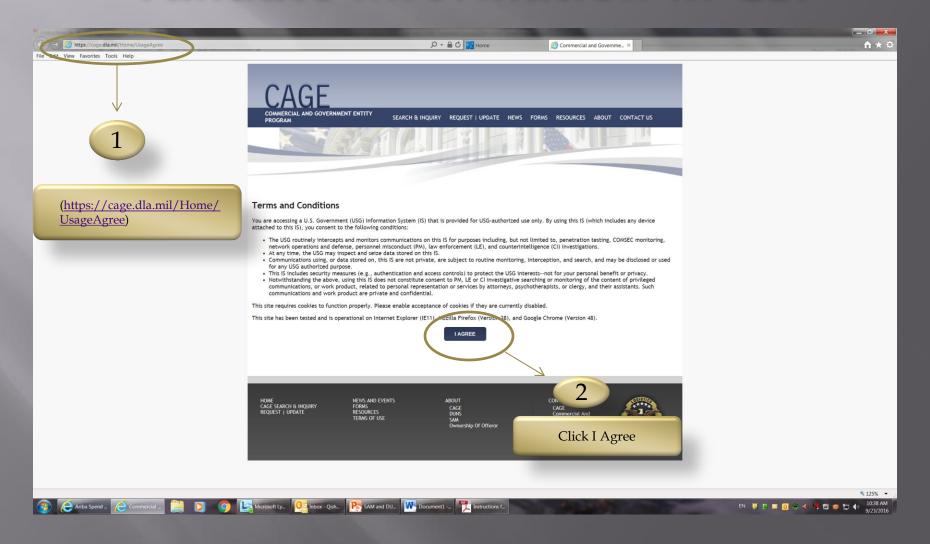


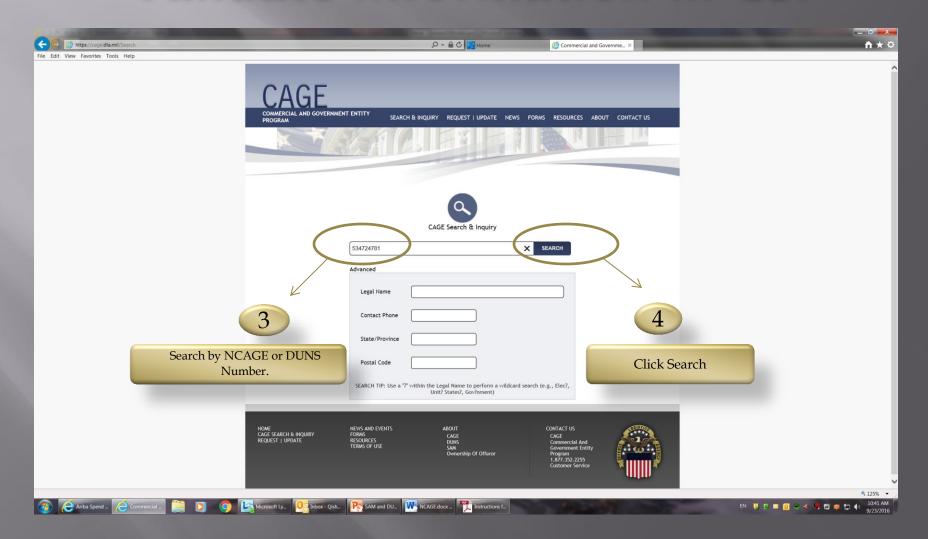


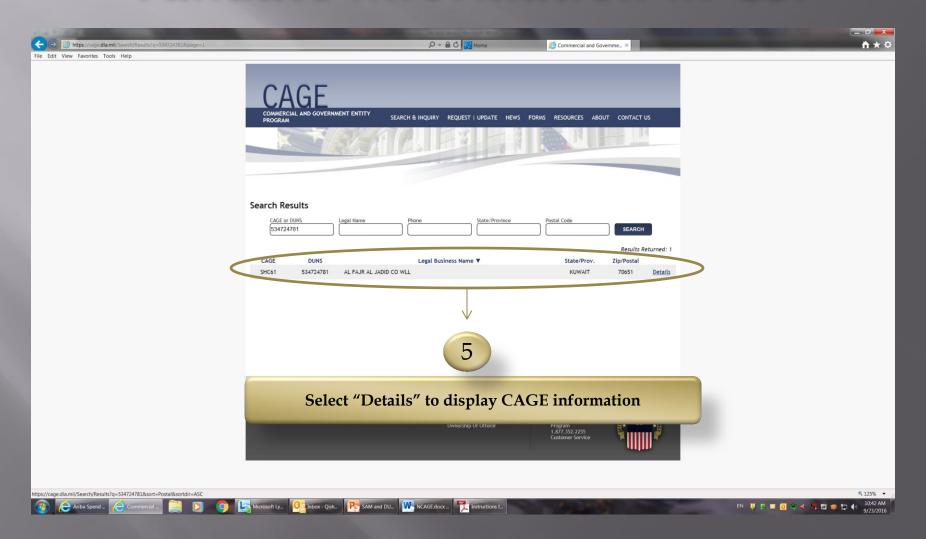
Validate Information in CSI.

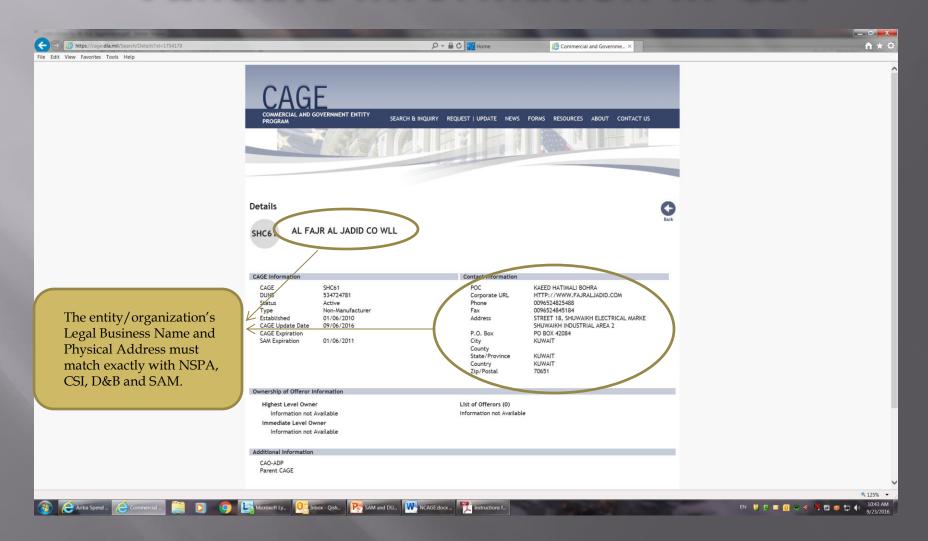
- a. Once the NCAGE is received in the CAGE Program Office, the NCAGE Code is displayed in CAGE Search and Inquiry (CSI formerly Business Identification Number Cross Reference System (BINCS). This should be used to verify the registration information.
- b. Go to the CSI homepage at (https://cage.dla.mil/Home/UsageAgree)
- c. Click "I AGREE" at bottom middle of the page
- d. The easiest way to search in CSI is to search by CAGE/NCAGE or DUNS Number.
- e. The entity/organization's Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.
- f. If the NCAGE does not display in CSI but IS located in the CAGE/NCAGE Code Request, contact the DLA Contact Center at (<u>dlacontactcenter@dla.mil</u>) reporting this discrepancy.
- g. If all information is current in CSI and CAGE/NCAGE Code Request, proceed to obtain a DUNS Number.

TIMEFRAME: CSI is updated after CAGE Program Office has received and processed the NCAGE data which may be up to **10 business days**.







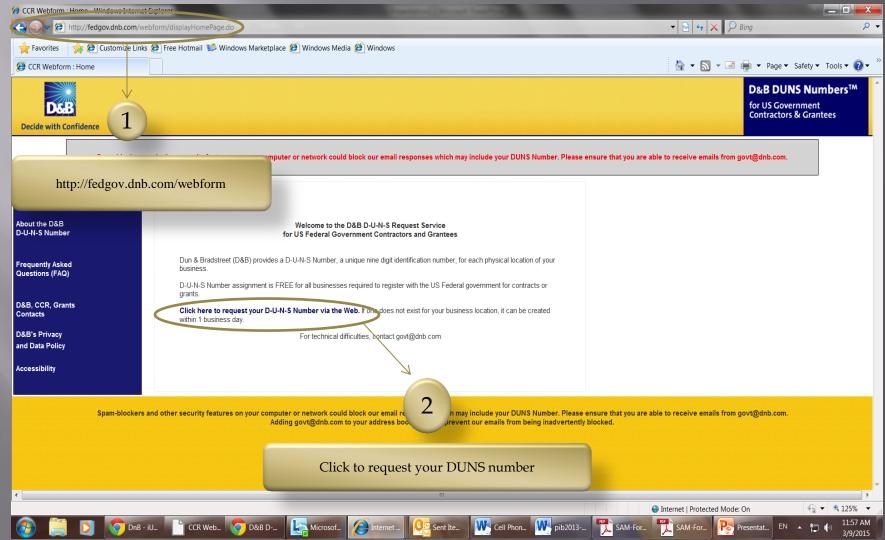


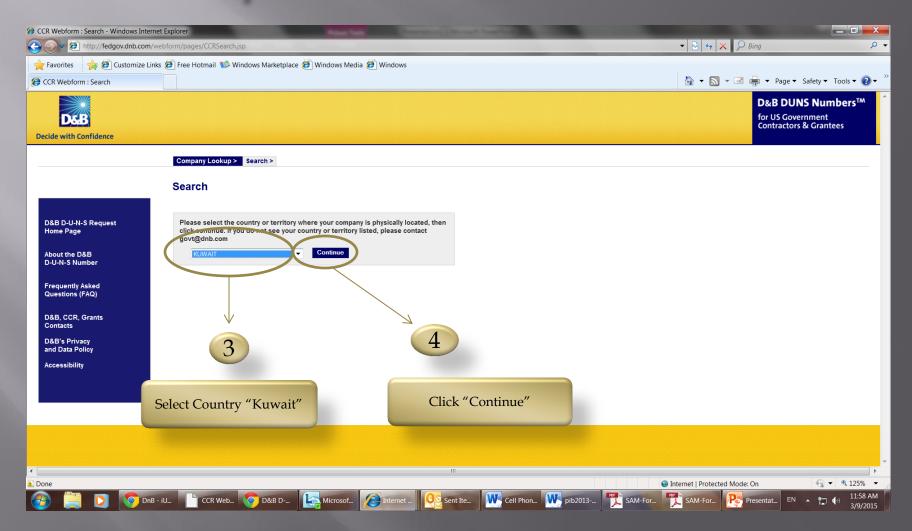
Request a DUNS number for free by visiting D&B at http://fedgov.dnb.com/webform

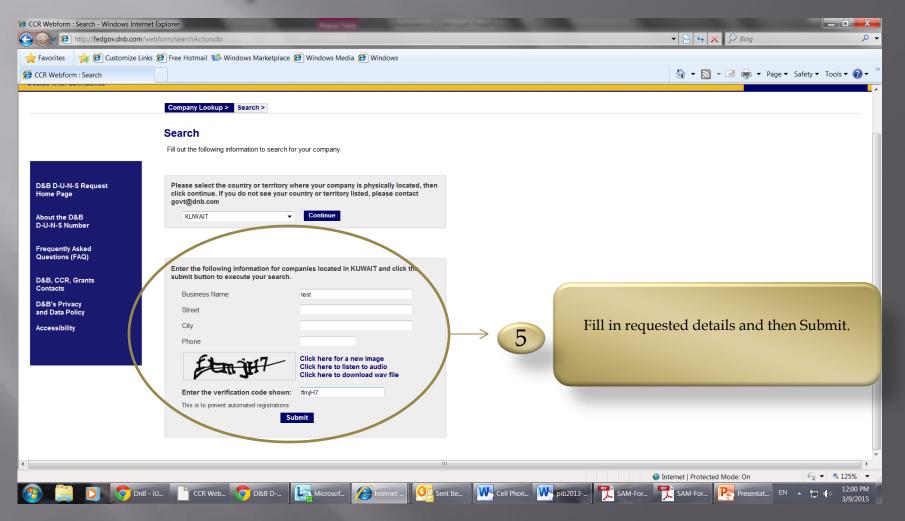
- a. Register with Dun & Bradstreet (D&B) to obtain the Data Universal Numbering System (DUNS) Number by accessing the webform at http://fedgov.dnb.com/webform
- b. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code by logging into the NSPA web portal and using the search option
- c. You will receive an email from D&B with your DUNS number. After 48 hours you can proceed with your SAM registration process.

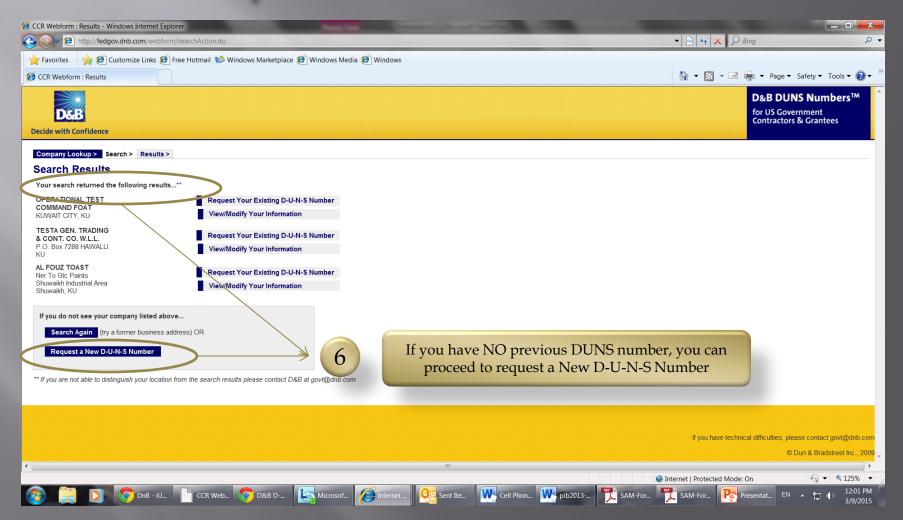
It takes 1-2 business days to obtain a DUNS

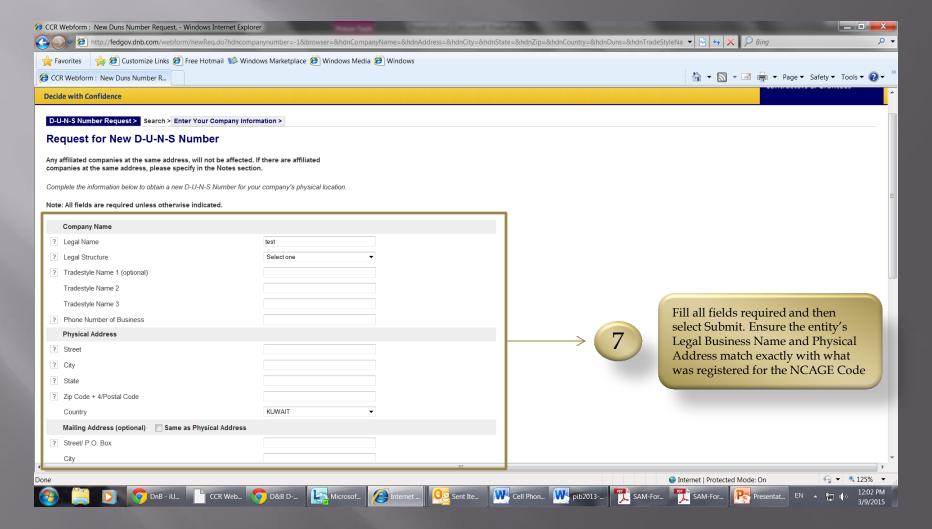
4th step Request DUNS Number











Register with the System for Award Management (SAM)

- a. You **must** have the NCAGE Code and the DUNS Number before registering in SAM.
- b. Register in SAM once the D&B number and NCAGE Code are granted.
- c. Follow the quick guide for international registrations at SAM.gov for registrants who are physically located outside the U.S. and its territories
- d. Foreign vendors are <u>NOT</u> required to enter tax identification numbers (TIN) in SAM. If TIN information is entered, the SAM Registration will be sent to the Internal Revenue Service (IRS) for validation (which will increase the processing time) before being forwarded on to the CAGE Program Office for final validation.
- e. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.
- f. If the registration is successfully processed in SAM with the NCAGE Code and submitted to CAGE Program Office for final validation, an email confirmation will be sent to the authorized administrator user(s) of the entity/organization and the SAM status will be updated to "Pending CAGE Validation".
- g. If the registration is not complete at SAM, the status will indicate "Draft" until the Core Data is complete. "Work in Progress" indicates that Core Data is not complete.
- h. Continue to complete the registration until you have submitted your SAM registration.
- i. Log into SAM and check the SAM Status Tracker to check the status. The checkmarks on the left navigation menu or error messages at the top of the page will indicate what is required to complete the registration process.

Information opt-out

- You may opt-out from displaying your entity information on the SAM Public search page. This may result in a reduction of federal government business opportunities.
- On the screen Information Opt-out please select one of the following:
 - •I authorize my entity's information to be displayed in SAM's Public Search
 - •I do not authorize information to be displayed in SAM's Public Search
- Then click on Save and Continue

Steps For Registering Your Entity in SAM

- 1. Go to <u>www.sam.gov</u>
- 2. Create a Individual Account and Login
- 3. Click "Register New Entity" under "Entity Registrations" on your "My SAM" page
- 4. Select your type of Entity
- 5. Select "Yes" to "Do you wish to bid on contracts?"
- 6. Complete (A, B, C and D):
 - A. "Core Data"
 - B. "Assertions"
 - C. "Representations and Certifications"
 - D. "Points of Contact"

A. Complete "Core Data"

- Validate your DUNS information
- Enter Business Information (TIN, etc.) (NOT applicable to entities located outside the United States. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration._
- Foreign registrants must enter their NCAGE code.
- Enter General Information (business types, organization structure, etc.)
- Financial Information (Electronic Funds Transfer (EFT)Information). (If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory)
- Executive Compensation
- Proceedings Details

B. Complete "Assertions"

- Goods and Services (NAICS, PSC, etc.)
- Size Metrics
- EDI Information
- Disaster Relief Information

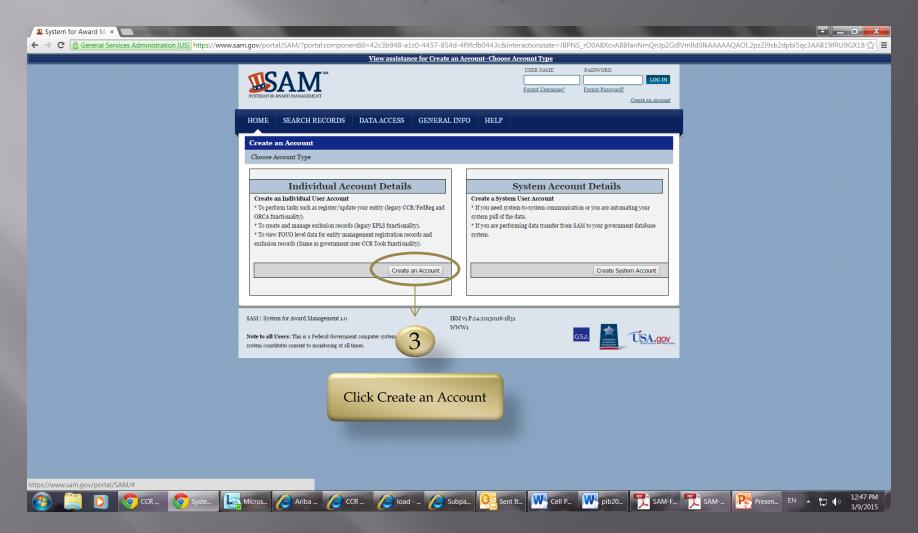
C. Complete "Representations and Certifications"

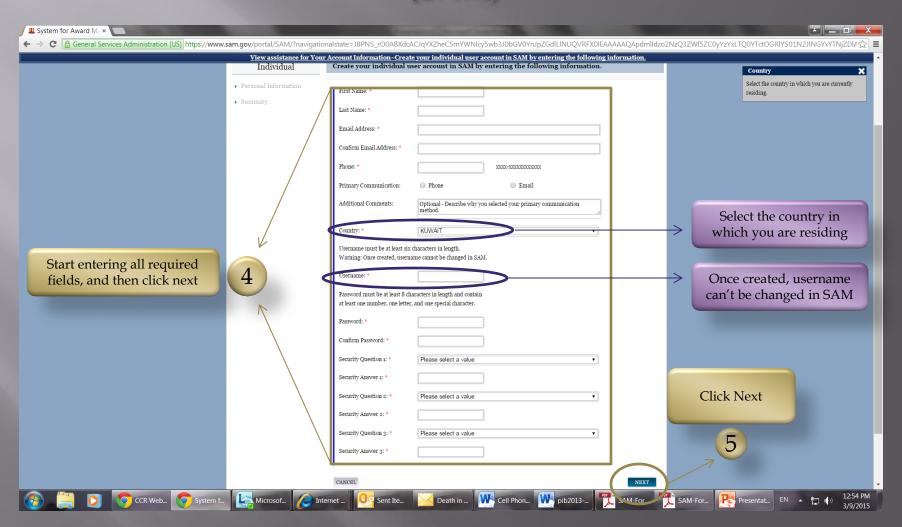
- FAR Responses
- Architect-Engineer Responses
- DFARS Responses

D. Complete "Points of Contact"

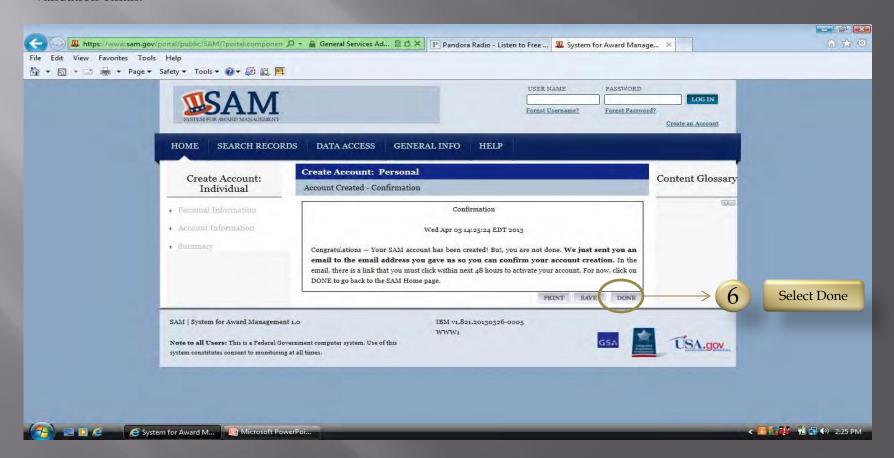
Create a Individual Account and Login



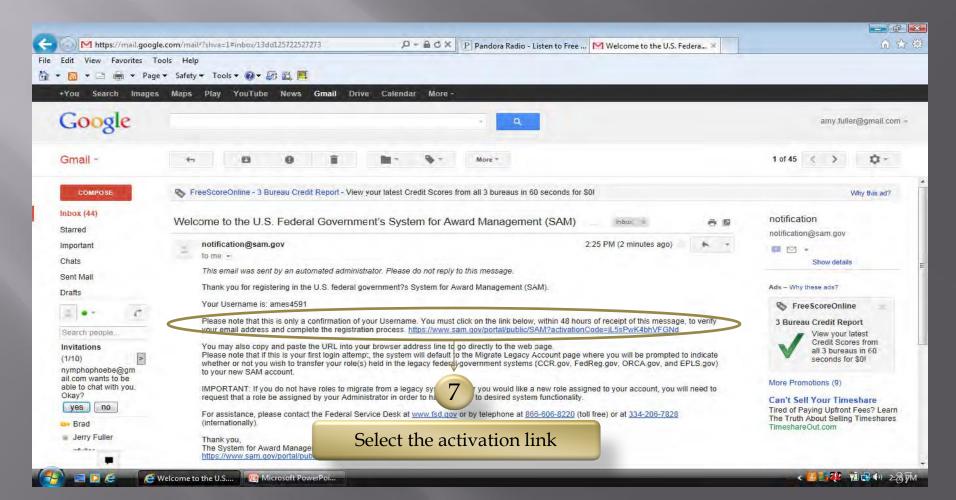




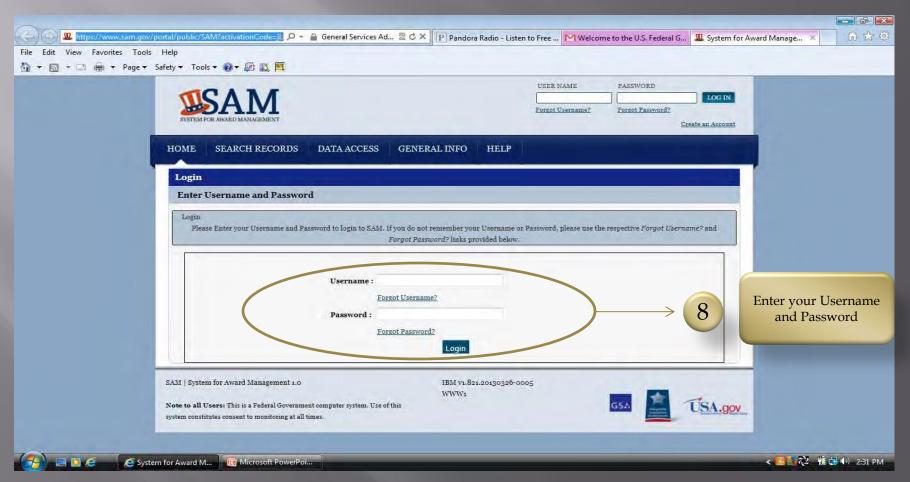
This page means that you have successfully created your user account and that you must now validate it by responding to the validation email.



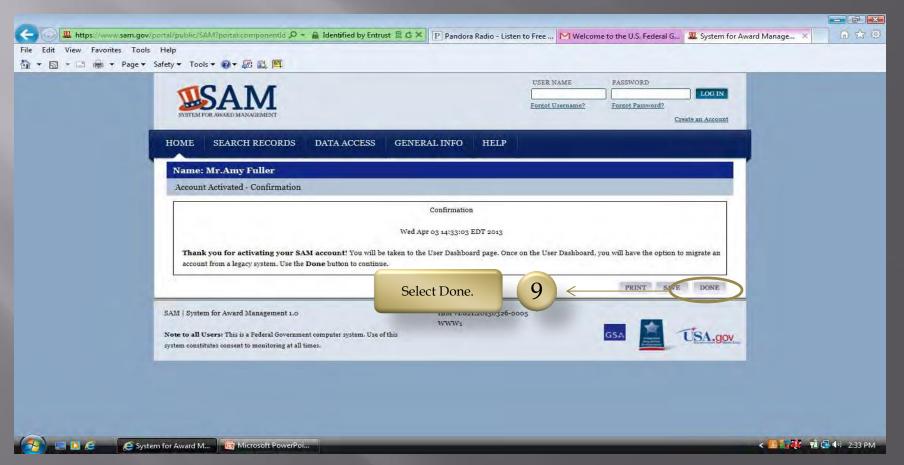
The validation email comes from <u>notification@sam.gov</u>. The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.



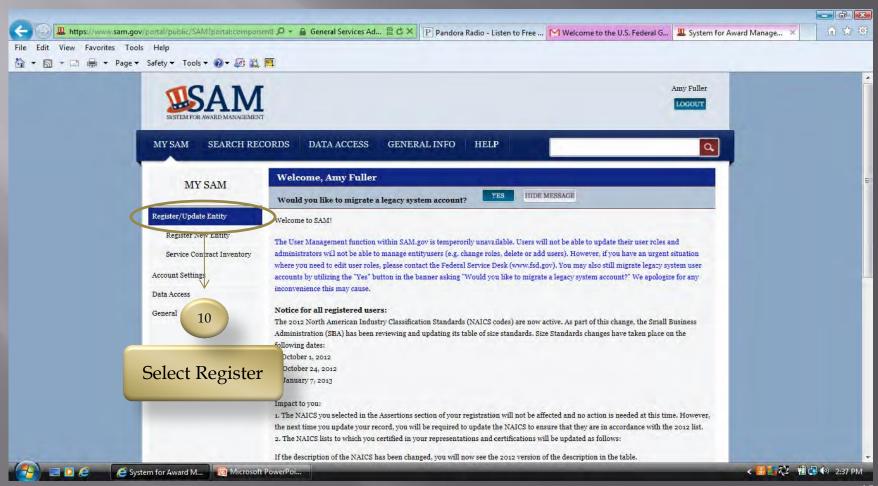
The link will take you to SAM site. Now you can log in to activate your user account.



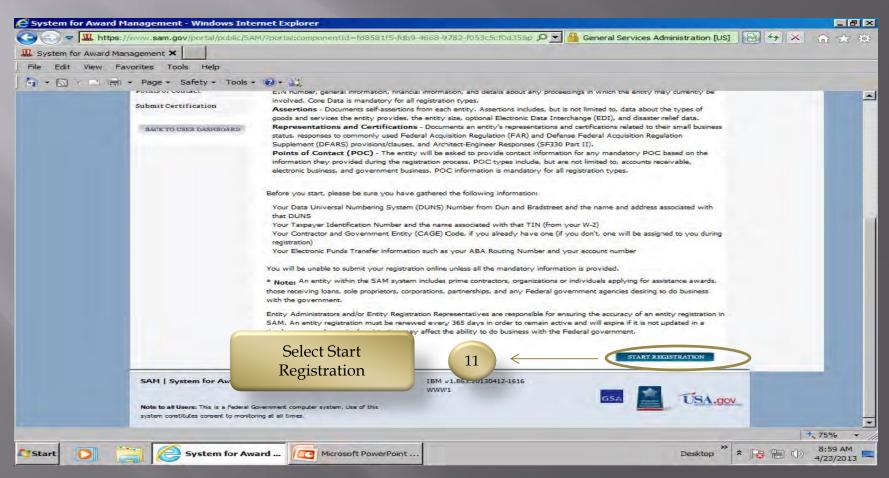
Once you select done on this page your account will be activated and you will be logged in to the SAM system.



Register/Update Entity.

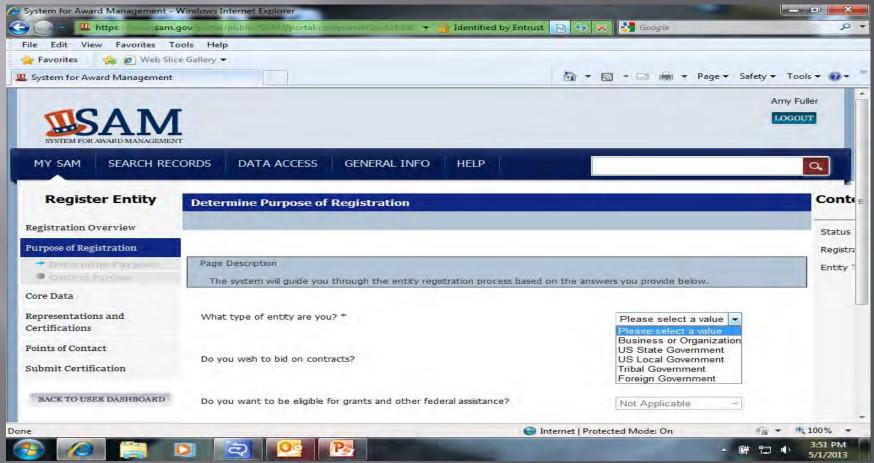


Page will display information required to complete your registration



Purpose of Registration.

The System will guide you based on your answers



DEFINITIONS

DUNS Number

Dun & Bradstreet (D&B) provides a DUNS Number (a unique nine-digit identification number) for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

If your organization does not have a valid DUNS number, you must request one using one of the methods below. Regardless of the method used, requesting the DUNS number for the first time is free of charge. Please be aware that requesting and renewing a DUNS number may take up to 30 business days.

☐ Via the DUNS website at http://fedgov.dnb.com/webform

The DUNS website has information available in English only. Requesting a DUNS number is free of charge.

☐ Via an international DUNS office:

http://www.dandb.com/international/

http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

If your organization already has a DUNS number, please verify that it is valid. The DUNS number must be renewed on an annual basis by either of the two methods below:

Directly through the DUNS website. No fee is charged.

Contacting the international DUNS office in your country. A fee is charged depending on locality and urgency of request. Contact information can be found here:

http://www.dandb.com/international/http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

DEFINITIONS

CAGE and NCAGE Code in SAM

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the U.S. federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE code provides a standardized method of identifying a given facility at a specific location. CAGE codes for entities located outside the United States are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or the registration will be considered incomplete. A CAGE code or NCAGE code will be automatically assigned to you as a part of your entity's registration in SAM. NCAGE is required for all foreign entities or the registration will be considered incomplete. Information on how to obtain NCAGE codes may be found at https://www.dlis.dla.mil/Forms/Form_AC135.asp

The DLA is the government agency responsible for administering CAGE codes. You should email or call the DLA Customer Interaction Center to clarify the error. Agents are available 24 hours a day, 7 days a week, including holidays. Once the error is cleared then you can go back in SAM and resubmit your registration.

Toll Free: 1-877-352-2255 Commercial: 1-269-961-7766 Email: dlacontactcenter@dla.mil

To research or cross reference what is registered on a recipient's CAGE or NCAGE code account you can visit the DLA's website (http://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx) and search by "DUNS" or the "Name" of the entity to see CAGE or NCAGE code registration information.

DEFINISHINGS

SWIFT code is a standard format of Bank Identifier Codes (BIC) and it is a unique identification code for a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers. Banks also used the codes for exchanging other messages between them. The SWIFT code consists of 8 or 11 characters. When 8-digits code is given, it refers to the primary office.

First 4 characters - bank code (only letters)

Next 2 characters - ISO 3166-1 alpha-2 country code (only letters)

Next 2 characters - location code (letters and digits) (passive participant will have "1" in the second character)

Last 3 characters - branch code, optional ('XXX' for primary office) (letters and digits)

Currently, there are over 7,500 "live" SWIFT codes. The "live" codes are for the partners who are actively connected to the SWIFT network. On top of that, there are more than 10,000 additional codes, which are used for manual transactions. These additional codes are for the passive participants. The registrations of SWIFT Codes are handled by Society for Worldwide Interbank Financial Telecommunication ("SWIFT") and their headquarters is located in La Hulpe, Belgium.

DEFENISHINGS

NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. You do not need a NAICS code if you are a non-governmental organization applying for a grant.